

RECORDS RETENTION SCHEDULE

Genent 26239

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION Developmental Services		(2) AGENCY BILLING CODE 086224		(3) PAGE 1 OF 2 PAGES
(4) DIVISION/ BRANCH/ SECTION Community Services & Support Division/Community Development Branch/Foster Grandparent/Senior Companion Unit		(5) ADDRESS 1600 9 th Street, Room 330, Sacramento, CA 95814		
CHECK THE APPROPRIATE BOX				
(6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9) – (12)]				
(7) <input checked="" type="checkbox"/> Revising a previous schedule. [Complete boxes (13) – (16)] (A new approval number will be assigned.)				
(8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13) – (16)] (The original approval number will remain in effect.)				
NEW SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER 2007-3	(10) SCHEDULE DATE	(11) NUMBER OF PAGES 2	(12) CUBIC FEET (Total Schedule) 18
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER 99-2	(14) APPROVAL NUMBER 99-134	(15) APPROVAL DATE (S) 07/12/1999	(16) PAGE NUMBER(S) REVISED – 1 2

(17) MISSION/FUNCTIONAL STATEMENT :

Foster Grandparent and Senior Companion Programs provide part-time opportunities with pay, for low-income persons age sixty and over to render supportive person-to-person services to children and adults in state hospitals/developmental centers, community projects which serve individuals with developmental disabilities.

PART I – AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.

(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS <i>Renda Croslin</i>	(19) TITLE CPS-Foster Grandparent/Senior Companion Unit	(20) PHONE NUMBER (916) 653-3288	(21) DATE SIGNED 1-17-07
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In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.

(22) SIGNATURE- RECORDS MGMT. ANALYST <i>Chris Zotalis</i>	(23) CLASSIFICATION Records Management Analyst	(24) NAME (Printed or Typed) Chris Zotalis	(25) PHONE NUMBER (916) 654-2893	(26) DATE SIGNED 1-19-07
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PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

(27) SIGNATURE – CalRIM CONSULTANT <i>Harmona M. Gutierrez</i>	(28) APPROVAL NUMBER 07-013	(29) DATE SIGNED 1/25/2007	(30) EXPIRATION DATE 1/25/2012
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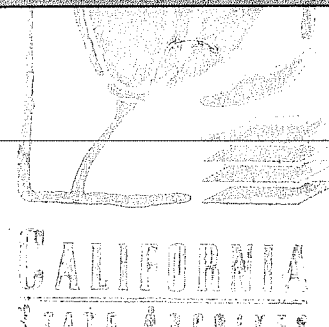
PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)

THE ATTACHED RECORDS RETENTION SCHEDULE:

- (31) ☐ Contains no material subject to further review by the California State Archives
- (32) ☒ Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)

(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE

(34) DATE SIGNED



[illegible]